

MERIT SYSTEM SERVICES

SAMPLE CHILD SUPPORT SPECIALIST

Section	Description	Questions
1	UNDERSTANDING WRITTEN MATERIAL	25
2	ENGLISH USAGE	25
3	NUMERICAL SKILLS	25
4	INTERPERSONAL COMMUNICATIONS & INTERVIEWING	25
		Total 100

TIME ALLOWANCE: 2 HOURS

NOTE

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(NOTE: THE ABOVE INFORMATION DESCRIBES THE ACTUAL EXAM. FOR PURPOSES OF BREVITY, THIS SAMPLE CONTAINS FEWER ITEMS IN EACH SECTION.)

## SECTION 1

### UNDERSTANDING WRITTEN MATERIAL

DIRECTIONS: The following questions are designed to measure your ability to read and understand written material. Each reading passage is followed by one or more questions about the material you have read. Base your answers only on the material you have read and not on any prior knowledge you may have of any of the topics addressed.

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1. State and federal government agencies are involved in the child support collection process. Agencies may attempt to find missing non-custodial parents using various resources. On both the state and federal level missing parents can even be tracked across state lines.

According to the paragraph above,

- a. it is easy for a non-custodial parent to make themselves difficult to find.
- b. state and federal agencies do not work together to find non-custodial parents.
- c. child support agencies are not very concerned with finding non-custodial parents.
- d. when a non-custodial parent needs to be found, there are several resources that can be used.

DIRECTIONS: Answer the following questions based on the information given. Darken the box corresponding to the single best answer for each of the questions.

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Child support has become an increasingly important public policy issue. The primary responsibility for child support lies with the individual states. Still, the federal government provides substantial support to the state agencies. The critical issue of child support is establishing paternity. Most state child support agencies have the authority to order genetic testing when appropriate. Once parentage is established, state judicial or administrative agencies may then order child support payments. If a parent does not pay their support payments, payment may be enforced through wage withholding; offset against unemployment compensation, liens on property, seizure or sale of property; and other means. Criminal penalties may occur for non-custodial parents who willfully do not make payments for children residing in another state if payments remain unpaid for more than a year or exceed \$5000. Child support obligations may not be evaded by filing for bankruptcy.

2. This paragraph describes how
  - a. to file for bankruptcy.
  - b. to avoid paying child support.
  - c. the child support system works.
  - d. child support amounts are determined.
3. According to the paragraph above,
  - a. there are no consequences if a parent chooses not to pay child support.
  - b. parentage does not have to be established in order for child support to be ordered.
  - c. filing for bankruptcy can remove a non-custodial parent's child support obligation.
  - d. the federal government provides financial support for the agencies that handle child support enforcement.

## SECTION 2

### ENGLISH USAGE

DIRECTIONS: The following questions are designed to measure your vocabulary skills. For each question, choose the meaning of the word, which most closely fits the meaning of the sentence. Read each question carefully and select only one answer for each item.

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4. To say that someone has been laid off means they

- a. are on paid leave.
- b. have been disciplined.
- c. were terminated.
- d. were injured on the job.

5. A statute is a

- a. bill.
- b. law.
- c. guideline.
- d. standard operating procedure.

DIRECTIONS: Each of the following items contains four sentences, only one of which is grammatically correct. Determine which sentence is grammatically correct and mark your answers accordingly. Assume that the sentences are correct in every respect except for grammatical construction. Do not consider punctuation, capitalization, or spelling in these items.

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6.   a. Which desk is the rat under?  
     b. Did anyone heard my phone ring?  
     c. The secretary is busy answering the phone while we were in a meeting.  
     d. The office is located in San Francisco, California, home of the Golden Gate bridge.

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DIRECTIONS: The following sentences are designed to measure your knowledge of punctuation. For each item, select the sentence which contains an error in punctuation. Do not consider grammar, spelling, or capitalization on these items.

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7.     a. It is cloudy outside, however, it probably will not rain today.  
       b. The letter was sent on July 22, 1998, regarding the lay-off.  
       c. The secretary, the boss, and the staff all went to the meeting.  
       d. The office supplies belong to the company but the cup is hers.

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### SECTION 3

#### NUMERICAL SKILLS

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

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8. 
$$\begin{array}{r} 43,876 \\ - 27,932 \\ \hline \end{array}$$
- a. 14,944  
b. 15,044  
c. 15,744  
d. 15,944
9. 375 minus 128
- a. 247  
b. 257  
c. 326  
d. 403
10. 36 multiplied by 83
- a. 2,656  
b. 2,739  
c. 2,988  
d. 3,096
11. What is 27% of 623?
- a. 155.75  
b. 168.21  
c. 186.90  
d. 454.79

12. Joe has a bank account balance of \$50,000 on which he receives 6% interest per month. What does Joe make on interest per month?
- a. \$1,500
  - b. \$3,000
  - c. \$3,180
  - d. \$3,370

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## SECTION 4

### INTERPERSONAL COMMUNICATIONS AND INTERVIEWING

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

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13. When conducting an interview with a new client, establishing rapport
- a. should be of primary concern.
  - b. is sometimes important, depending on the client.
  - c. is only secondary. Getting the case history is primary.
  - d. can be very difficult and should be avoided at all costs.
14. The type of environment that allows for the most effective communication during an interview is one
- a. where there is a lot of human traffic.
  - b. where the client and interviewer can see each other.
  - c. which has no human traffic, yet allows for interruptions (i.e. phone, pagers)
  - d. which is comfortable and allows for the client and interviewer to see and speak to one another without interruption.